

STATEWIDE INFORMATION TECHNOLOGY INTERIM APPROVED PRODUCT
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Interim Approved Product: Electronic Payment Processing Portal

Short Title: State Payment Portal Interim Approved Product

Effective Date: January 1, 2008

Approved: August 2, 2007

Replaces and Supersedes: This product supersedes all prior approved products or electronic commerce solutions for collecting payment electronically using an online or electronic government (eGovernment) service.

I. Product Purpose

To reduce cost and to improve state government efficiency, a single portal for collecting funds electronically was developed.

The State of Montana Electronic Payment Processing Portal (hereafter referred to as the State Payment Portal) is the single solution for collecting payment from online services, or eGovernment services. The State Payment Portal allows for collection of credit card, debit card, electronic check (eCheck), and automated clearing house payments to state government. It can be integrated with any online service regardless of the origination of that service.

The operational costs of an electronic payment processing portal required to process State collections exceeds \$100,000 per year due to security, software, support, maintenance and auditing expenses. A single common solution is an important step to reduce the security risk for the State in collecting funds electronically; and also in reducing costs.

II. Definitions

Refer to the [Statewide Information Technology Policies and Standards Glossary](#) for a complete list of definitions.

eGovernment Service: An eGovernment service is an application, or series of applications, accessed from the Internet that provides a specific service to a citizen or business. The application(s) are interactive and/or transactional-based in nature. Reference the eGovernment Service Certification Standard located at http://itsd.mt.gov/policy/egovserv_cert_standard.pdf for a comprehensive description of usage.

III. Basis of Product Approval

The planning and implementation of the State Payment Portal product has been in progress for more than six years, and is based upon industry standards; however, a state standard governing this solution does not currently exist.

Therefore to make use of this product, it is classified as “interim” approved until the State of Montana adopts those standards.

The State Payment Portal follows the Payment Card Industry (PCI) Data Security Standard, Version 1.1, dated September 2006, developed by the PCI Security Standards Council (<https://www.pcisecuritystandards.org/>). The standard includes requirements for security management, policies, procedures, network architecture, software design and other critical protective measures. Following this standard is a requirement for all electronic commerce credit card and debit card transactions. This standard is also the auditing standard used for yearly security audits. The standard is located at: https://www.pcisecuritystandards.org/pdfs/pci_dss_v1-1.pdf.

IV. Applicability

All electronic payments collected from online services, or eGovernment services, must use the State Payment Portal for security purposes. The University System is exempt from this requirement.

V. Compliance

Affected agencies and organizations, as described in applicability, shall use this approved product as the sole electronic payment collection for eGovernment services not later than December 31, 2007.

VI. Enforcement

Affected agencies and organizations not implementing the Payment Portal product are subject to one or more of the following enforcement actions:

- Restrictions on SummitNet usage
- Quarantine or isolation of non-compliant systems
- Other actions deemed necessary to provide a secure computer and network environment
- Actions set forth in [2-17-514\(1\)](#) MCA – Enforcement

VII. Change Control and Exceptions

Changes or exceptions to this approved product are governed by the Policy for Establishing and Implementing Statewide Information Technology Policies and Standards. Requests for a review or change to this approved product are made by submitting an [Action Request](#) form. Requests for exceptions are made by a department head submitting an [Exception Request](#) form.

VIII. Closing

For questions or comments on this approved product, e-mail ITpolicy@mt.gov, or, contact the Information Technology Services Division at:

Chief Information Officer
PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

The technical contact for this approved product is:

Internet Technology Service Bureau
Weinstein Building
P.O. Box 200115
Helena, Montana 59620-0115
(406) 444-1635

IX. Cross-Reference Guide

A. State/Federal Laws

- [2-17-505\(1\)](#) MCA– Policy
- [2-17-514\(1\)](#) MCA – Enforcement

B. State Policies (IT Policies, MOM Policies, ARM Policies)

- [MITA Audit Recommendation #1](#)
- [ARM 2.12.206](#) Establishing Policies, Standards, Procedures and Guidelines.

C. IT Procedures or Guidelines Supporting this Policy

- None

D. Other

- PCI Security Standards Council
(<https://www.pcisecuritystandards.org/>)

X. Administrative Use

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Change & Review Contact:	ITpolicy@mt.gov
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Scheduled Review Date:	One year from Effective Date
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Changes:	